



AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

*****WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT***** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.**

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

<u>ANNOUNCEMENT NUMBER:</u>	MVA 2015-008
<u>OPEN PERIOD:</u>	13 January 2015 thru 2359 EST, 1 March 2015
<u>HIRING DIRECTORATE:</u>	NGB/A1
<u>POSITION TITLE:</u>	NGB Ancillary Training Program Manager
<u>AFSC REQUIREMENT:</u>	3S251, 3S271 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	TSgt/E6 (Promotable) - MSgt/E7
<u>POSITION INFORMATION:</u>	Full Time, Title 10, Statutory Tour
<u>TOUR LENGTH:</u>	2 - 4 Years
<u>AGENCY:</u>	National Guard Bureau
<u>DUTY LOCATION:</u>	Joint Base Andrews, MD
<u>WHO MAY APPLY:</u>	Qualified ANG members only

1. Requirements

Must hold Rank/Grade and AFSC requirement by this announcement closeout date.

Must have a Secret Security Clearance

(Note: All security clearances must be reflected on VMPF RIP. Date of Investigation must be within the past 10 years for Secret and with the last 5 years for Top Secret. If your security clearance is expired on your VMPF, please submit an MFR from your security manager indicating that the reinvestigation has been initiated. DO NOT Submit a JPAS print out.)

2. Position Description

Member will provide Ancillary Training Program management for NGB performing higher headquarters coordination, policy, guidance and program administrative assistance to Force Development Division, Airman Competency Branch, NGB/A1, ANGRC Directorates and all ANG Wings. Incumbent are desired to interact with senior AF, AFRC and ANG staff and general officers as well as MAJCOM, Joint Force Headquarters and Base/unit level 3S2 personnel. Position highly recommends a mature, self-motivated senior NCO who performs well under pressure. This position directly supports the Chief, Airman Competency Branch, as well as providing guidance and ancillary training program administration/assistance to 89 Wings and all ANGRC divisional branches SMEs. Applicants should have a broad range of training and education experience (3S2X1 AFS) with a focus on base/unit level ancillary training management with sufficient knowledge of all functional areas within the ancillary training program and NGB program OPR to ensure overall program compliance with all Laws, DODIs, AFPDs, AFIs and HHQ guidance. Experience in design and management of SharePoint pages, surveys, feedback forms, basic course curriculum and presentations is highly desired. Applicants should have strong written and oral communication skills and a professional demeanor. Individual will provide program administration support to NGB/A1 and A1DC staff by providing guidance, policy and management of administrative issues. Incumbent should possess an in-depth knowledge of Microsoft Word, Excel, Access and SharePoint; be thoroughly knowledgeable of file management requirements, publication management, form management, administrative correspondence formats and procedures as it relates to establishing program management and guidance for Ancillary Training; and present a favorable military image and demonstrate the ability to interact with personnel in all levels and grades in a professional and positive manner. This position desires the incumbent to develop and recommend military personnel policy and execution procedures for all ANG personnel activities relating to ancillary training. The incumbent clarifies personnel policy and overriding statutes, for senior officers at the NGB, State headquarters and Wing personnel functions. Incumbent should possess an in-depth knowledge of USAF personnel policies and be able to articulate (verbal and written); be able to evaluate the impact of implementation of new policies (Personnel or otherwise) upon ANG personnel; and be able to analyze personnel problems and present proposed solutions. The incumbent will work full-time for the Chief Airman Competency Branch, NGB/A1DC, within NGB/A1D Force Development Division of NGB/A1 Manpower, Personnel and Services Directorate and provide Ancillary Training Program management for NGB performing higher headquarters coordination, policy, guidance and program administration.

3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/procedures.asp>

